

**Performance Data Systems Manager**

Salary: \$5,000-\$6,575 per month, DOQ plus benefits

Location: Tacoma, WA

Opens: August 27, 2010

Closes: October 11, 2010

(Original close date 9/13/2010)

*The Puget Sound Partnership is seeking a qualified candidate for the position of Performance Data Systems Manager. This position reports to the Performance Manager of the Partnership and will assist with the implementation of our mission by improving access to, and presentation of data to support better decision making by managing the performance data system and its many users.*

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**VISION**

*Puget Sound is a healthy, sustainable ecosystem that supports the prosperity of present and future generations.*

**MISSION**

*To lead a science based, results driven, publicly embraced partnership to implement the Action Agenda for the restoration and protection of Puget Sound.*

The Puget Sound Partnership was established as a state agency by the 2007 Legislature and the Governor to develop and implement an aggressive action agenda for restoring the health of Puget Sound by 2020. The Partnership is a dynamic organization charged with taking a collaborative and accountable approach to accomplishing its mission. It relies on the contributions of a variety of entities, including state, local, federal and tribal governments, community and environmental organizations, businesses, watershed and salmon recovery groups. To achieve its mission the Partnership must successfully engage the public in Puget Sound restoration efforts. The Partnership's work will require creativity, innovation and a wide variety of tools and approaches to engage individuals and groups throughout the region in the stewardship and recovery of Puget Sound. More information on the Partnership is available at our web site: [www.psp.wa.gov](http://www.psp.wa.gov).

**POSITION OVERVIEW AND GOALS**

The performance data systems manager will be the lead in managing the Partnership's accountability tracking system. In cooperation with the monitoring manager and the performance management analyst, the performance data systems manager will support the cycles of data collection, data cleansing and data analysis associated with performance management systems. The manager will facilitate the establishment and documentation of data standards, provide support to end-users and will provide support for generating complex queries and data extracts from the system. This position is responsible for the data mining needs of the Partnership's Performance Management system.

**PRINCIPAL RESPONSIBILITIES**

The Performance Data Systems Manager will play a critical role in supporting the implementation and continual improvement of the Partnership's performance data system. This professional will have a broad scope of responsibility within the agency and outside the agency with our many partners. This position will be asked to:

- Manage interfaces with multiple inter-agency computer software systems.
- Serve on the Partnership's Performance Management Team and provide IT expertise to the performance management effort.
- Provide training to end users of systems, including all of our partner agencies and organizations.
- Act as business administrator for the Partnership's performance system.
- Plan, implement and support data calls with partner organizations.

- Acts as database steward for the system.
- Design and produce queries and reports.
- Facilitate coordination in the region and beyond with peers to implement and improve best practices related to data management for performance data and large aquatic ecosystem programs.
- Facilitate definition and documentation of data standards to continually align with operational definitions of performance measures/indicators.
- Collaboratively collect, cleanse and analyze user input data and systems in an effort to continuously improve the data collection and data analysis functions of the Partnership's system.
- Provide data mining expertise in assembling and preparing to persuasively present the Performance Management analyses and associated reports.

### **DIVISION OF RESPONSIBILITIES**

- 10% Planning and coordination with CITO and performance management team
- 15% Database administration
- 25% Training, troubleshooting and end user support for data calls
- 25% Documenting and negotiating data standards and data dictionaries
- 20% Designing custom reports/queries
- 5% Benchmarking and coordinating with peer agencies with similar systems

### **KNOWLEDGE, SKILLS and ABILITIES**

All candidates are expected to have:

- Knowledge of performance measures and performance management principles.
- Experience implementing a new data collection system across multiple organizations.
- Experience in developing and documenting data standards and data dictionaries.
- Experience in providing training and end user support.
- Expert in designing and customizing reports.
- Knowledge of Puget Sound ecosystem and environmental monitoring.
- Knowledge of adaptive management systems such as Open Standards for the Practice of Conservation.

### **DESIRABLE EDUCATION AND EXPERIENCE**

The successful candidate will have at least three years of experience or training in each of the following:

- Data analysis, performed independently as well as with a team with large data sets coming from multiple sources;
- Data collection including data accuracy/quality verification;
- Synthesizing multiple data sets to address management or policy questions in creative, effective and defensible ways;
- Providing consultation and/or leadership in setting data standards across competing entities; and
- Translating data and analysis into understandable and relevant terms for a variety of audiences, from the scientific community and policy makers to the general public.

The successful candidate will have at least one year of experience in the following:

- Performance management systems such as GMAP, PRISM, DataView, Performance Management Tracking System or adaptive management; and
- Ability to develop, communicate and gain buy in from a diverse group of stakeholders to achieve a shared goal or develop a product such as a data standard or data exchange template.

## COMPENSATION

Salary is dependent on experience, not to exceed \$78,900.00 annually. This position serves at the pleasure of the Executive Director. Washington State has a generous benefit package including health, dental and life insurance, retirement, and an optional deferred compensation program. You may go to [www.hca.wa.gov](http://www.hca.wa.gov) for health benefit information and [www.drs.wa.gov](http://www.drs.wa.gov) for retirement benefit information.

## APPLICATION PROCESS

Send a letter of interest describing relevant qualifications, a detailed résumé, and names of three professional references with current contact information. Please send the information to:

Jennifer Eberle  
Puget Sound Partnership  
P.O. Box 40900  
Olympia, WA 98504-0900

**Electronic applications are encouraged (in PDF format).** Applications will be screened and only those candidates who most closely meet the desirable education, skills, knowledge, and abilities will be interviewed. E-mail to [jennifer.eberle@psp.wa.gov](mailto:jennifer.eberle@psp.wa.gov). If you need additional information please call (360) 725-5454 or 800-54-SOUND.

Applications must be received no later than 5 p.m. October 11, 2010. **This is a receipt deadline, not a postmark deadline.** By submitting materials, you are indicating that all information is true and correct. The state may verify information. Any untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed. PSP may hire only those who are legally authorized to work in the United States.

*The Puget Sound Partnership is an Equal Opportunity Employer. Persons of disability needing assistance in the application process, or those needing this job announcement in an alternative format may call (800) 833-6388.*